

NTK.365: #0003 – Teams (Meeting Recordings)

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Title:	Meeting recordings to be stored in OneDrive for Business or Teams channels (SharePoint Online).
Available:	March 1, 2021
Message:	<p>Currently, meeting recordings are found in the meeting's "Chat" section and must be downloaded and saved locally as they are only available for 20 days. Beginning March 1, 2021, meeting recordings will be saved to OneDrive for Business or in the Teams Channel (SharePoint Online) from which the meeting was launched.</p> <p>The recording of a meeting scheduled through Outlook, Teams, or when "Meet Now" is started from the Teams Calendar app, will be stored in a folder titled "Recordings" in the OneDrive folder of the person who starts the recording. The recording will also post in the meeting chat feed. One exception is meeting attendees outside the State of Delaware tenant will not be able to access the recording.</p> <p>A (Teams) Channel "Meet Now" recording will be stored in the Files section of the Channel, in a folder titled "Recordings." The recording will also be accessible in the meeting chat feed. All members of that Teams Channel will have access to the recording regardless of their attendance. You will need to use the Share Files feature to share the recording with others.</p>

**Additional
Information:**

- [Record a meeting in Teams](#)

(Disclaimer: Some information covered in linked resources may not always apply or be available in the Government Community Cloud -GCC- environment.)

Posted:

January 20, 2021

NTK.365: #0002 – Breakout Rooms in Teams Meetings

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#0002 – Breakout Rooms (Teams Meetings)

Title:

Breakout Rooms available in Teams Meetings

Available:

January 2021

Message:

Breakout rooms allow the organizer of a Teams meeting to create sub-meetings for smaller groups of participants to collaborate and have discussions. Breakout Rooms will only work if the meeting organizer maintains a presence in the meeting. Up to 50 Breakout rooms can be created for a single meeting. This new feature is especially useful in online classes, board meetings with committee breakouts, and organizational retreats with brainstorming breakouts.

**Additional
Information:**

Visit our Delaware [Learning Pathways website](#), Recommended playlists, Getting Started with Teams Calls, Chat, and Meetings, to view the short video on [How to use Breakout Rooms in Microsoft Teams](#).

or view YouTube – jumpto365 – [\(8\) How to use the new breakout rooms in Microsoft Teams – YouTube](#)

(Disclaimer: Some information covered in linked resources may not always apply or be available in the Government Community Cloud -GCC- environment.)

Posted:

January 20, 2021

NTK.365: #0001 – Teams (Channels)

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#0001 – Teams (Channels)

Title:

Add a shared calendar to a Teams channel

Available:

Mid-to-Late February 2021

Message:

With this feature, users can add the Channel calendar app to a Teams Channel when using the Teams desktop app.

This feature makes it easy for members to see scheduled channel meetings.

- Select new tab+ at the top of the channel
 - Find and add Channel calendar from available apps
- Teams automatically creates a new post when a channel meeting is created. It will appear in the activity feed and/or in a banner notification depending on user notification settings. Any user who has notifications turned off will see the event only when they open the channel calendar.

Note: the channel calendar is available only to team members, guest users cannot access the channel calendar app.

- [YouTube video – “New way to add shared calendars to Teams – Channel Calendars \(2021\)”](#)

(Disclaimer: Some information covered in linked resources may not always apply or be available in the Government Community Cloud -GCC- environment.)

Additional Information:

Posted:

January 12. 2021